**ENGINEERING DESIGN III NOTEBOOK**

**Weekly Meeting Minutes**

Date of Meeting: 1/18/2023 Start Time: 5:00 PM

Attended: Joe S, Kat S, Matt H, Austin C End Time: 6:15 PM

Goals for Today’s Meeting:

-Convert ConOps Draft #1 from a presentation format into an article format to better match Professor Husson’s Template.

-Submit the reformed ConOps.

-Begin Delegating tasks for the PDP.

-Start Brainstorming Potential Risks for the Risk Mitigation and Assessment meeting occurring on Sunday

-Begin Market research for the PDP Draft #1

Task Status:

-The Conops was put into the proper format and submitted on time

-The weekly hours worked excel file was submitted to the week 2 weekly report

-Tasks were not yet delegated to members for the PDP, but a tentative idea has come into mind as to who will work on what sections based on individual expertise.

-Potential risks were identified and have been recorded for Sunday’s risk mitigation meeting.

-Market research has not been started and the goal is to have the all research completed on Sunday as well so that the PDP Draft #1 may be completed on Monday.

Action Items (record responsibility for each on Tasks and Responsibilities Record)

-Risk Mitigation Meeting: Will include all team members and will use a decision matrix to identify the probability and the severity of risks with the pendulum.

-Market research and patent research will be delegated to Matt and Kathryn, while Joe and Austin begin compiling and forming the PDP Draft #1 Document.

-The PDP Draft also needs to be converted into a presentation format after the draft has been reviewed by professor Husson.